

HUMAN RESOURCES ANALYST

DEFINITION

To perform a variety of journey level professional, technical and analytical work in support of the City's human resources functions; participate and assist in the recruitment, selection and compensation activities as assigned; and to perform other related duties.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Human Resources Analyst series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. This class is distinguished from the Senior Human Resources Analyst in that the latter performs advanced journey level work requiring a high level of independence and specialized knowledge and is generally assigned the more complex and difficult work projects.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Participate in a wide range of recruitment and selection activities including announcement development, application screening and evaluation, examination selection and development, and testing.

Construct, revise, and administer written and performance tests; analyze test results and recommend passing scores; perform research to determine reliability and validity of tests; conduct appraisal interviews; assist in selecting and instructing interview boards.

Participate in conducting wage, salary and benefit studies and surveys for compensation administration; compile data and prepare written reports as necessary.

Assist in employer-employee labor negotiations with various bargaining units; conduct a variety of surveys to gather and compile information for negotiations purposes; compile data and prepare various charts, graphs and reports.

Provide assistance with employee relation issues; consult with managers and employees regarding the interpretation of personnel practices, policies, and procedures, including related laws and regulations; provide information and assistance to department personnel.

Conduct research, analyze data, and prepare written and statistical reports and recommendations for a variety of human resources issues and topics; make oral presentations as required; update and revise rules, regulations, and various handbooks as appropriate.

Conduct new employee orientations; ensure new employees are properly notified.

Respond to inquiries from employees and public; provides information in a timely and efficient manner; resolve complaints as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other duties related to this position.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of human resources administration.

Recruitment strategies and methods.

Validation and test development principles.

Procedures to develop, write, construct and validate job-relevant recruitment/selection plans and instruments.

Techniques of recruitment and interviewing.

Process of collective bargaining.

Pertinent local, state and federal laws, ordinances and rules.

Methods of data generation, data collection and data reporting.

Methods and techniques of statistical research and analysis.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to area of assignment.

Ability to:

Collect, compile and analyze complex information.

Explain policy, procedures, and recommendations in a variety of technical personnel issues.

Analyze and resolve problems.

Prepare clear and concise reports.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in the human resources field.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in personnel management, public administration, business administration or a related field.

License or Certificate

May need to possess a valid driver's license as required by the position.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.

WORKING ENVIRONMENT

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is

exposure to the external environment when going to outlying offices and meetings. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

1/05